

## Assignment 3

Textbook Assignment: "Financial Management and Logistics." Pages 4-1 through 4-48.

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Learning Objective: Outline procedure that should be followed by CRP managers in fiscal budgeting.

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- 3-1. A statement of the financial position of an administration for a definite period of time based on estimates of expenditures during the period, and proposals for financing them is known as the
1. referendum
  2. budget
  3. operating estimate
  4. expense fund
- 3-2. Most Navy allocations are planned for what total length of time in advance?
1. 12 months
  2. 24 months
  3. 36 months
  4. 48 months
- 3-3. What is the main source of government revenue?
1. Natural resources
  2. Investments
  3. Taxation
  4. Grants
- 3-4. O&M,N allocations provide means to meet which of the following needs?
1. To buy and maintain equipment
  2. To keep units in a constant state of readiness
  3. To stock supplies
  4. Each of the above
- 3-5. All EXCEPT which of the following goods or services would be provided through logistic support of the Command Religious Program?
1. A \$300 gift to an orphanage
  2. Candles for chapel services
  3. Literature for religious services
  4. A vehicle for transportation of the chaplain
- 3-6. Budgetary planning is usually projected how far into the future?
1. 1 month
  2. 2 years
  3. 5 years
  4. 8 years
- 3-7. Listing programs in inverse order of need is known as
1. listing
  2. budgeting
  3. collating
  4. prioritizing
- 3-8. Budget calculation should start with the amount on hand each year.
1. True
  2. False
- 3-9. Which of the following sources of information should be checked when you are calculating travel costs?
1. Command chaplain
  2. Budget director
  3. Executive officer
  4. Travel section of the command disbursing office
- 3-10. After all programming has been completed, which of the following items must accompany the budget as it moves toward approval?
1. 4th Quarter Audit Report
  2. The command operating schedule
  3. A written justification
  4. An endorsement from a tenant commander

- 3-11. Which of the following statements is true concerning a Navy budget?
1. It is considered for final approval by the House Armed Services Committee
  2. It is submitted to congress for consideration
  3. It is submitted to SECNAV for final approval
  4. It receives final approval from the Office of Management and Budget (OMB)
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- Learning Objectives: Interpret the procedures that should be followed in the management of the religious offerings funds.
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- 3-12. Most religious tradition include the concept of giving money as an aspect of religious worship.
1. True
  2. False
- 3-13. Religious offerings funds are nonappropriated funds established by and administered under the auspices of which of the following officials?
1. Command chaplain
  2. Secretary of the Navy
  3. Commanding officer
  4. Chief of Chaplains
- 3-14. One source of revenue for the religious offerings fund may be a grant from which of the following offices?
1. Type-Commander Welfare and Recreation Fund
  2. Chief of Naval Operations
  3. Chief of Chaplains
  4. Comptroller
- 3-15. What total number of religious offerings funds may be authorized at an installation?
1. One for each installation
  2. One for each religious group
  3. Two for each installation
  4. Four for each installation
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- Learning Objective: Determine the regulations that apply to the establishment and disbursement of the petty cash fund.
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- 3-16. To make small miscellaneous purchases, a petty cash fund may be authorized by the commanding officer in what maximum amount?
1. \$ 25
  2. \$ 50
  3. \$ 75
  4. \$100
- 3-17. In order to establish a petty cash fund, which Of following persons submits a purchase order to the religious offerings fund administrator authorizing a disbursement for petty cash?
1. Accountant
  2. Commanding officer
  3. Command chaplain
  4. Custodian of each account
- 3-18. How often should the petty cash fund be replenished?
1. Once a week, on the first working day of the week
  2. Once a week, on the last working day of the week
  3. Once a month, or more often if necessary
  4. Quarterly, or more often if necessary
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- Learning Objective: Determine the manner in which the religious offerings fund administrator is appointed; identify the duties of the religious offerings fund administrator.
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- 3-19. Which of the following statements is true concerning the religious offerings fund administrator?
1. The administrator is appointed in writing by the command chaplain
  2. The administrator is always a Religious Program Specialist
  3. The administrator is always a chaplain
  4. The administrator performs all bookkeeping duties
- 3-20. All EXCEPT which of the following duties are the responsibility of the religious offerings fund administrator?
1. Signing all purchase orders
  2. Managing appropriated funds
  3. Maintaining a central petty cash fund (if authorized)
  4. Maintaining property accounts and records

3-21. Which of the following duties is NOT a responsibility of an account custodian?

1. Arranging for the purchase of candles from fund assets
2. Arranging for the counting of the offering received at religious services
3. Ensuring that the amount of the offering is verified and recorded on a religious offerings fund receipt voucher
4. Making the faith group's wishes known to the command chaplain regarding the spending of fund assets

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Learning Objective: Outline the rules and regulation that govern depositing, expenditures, and record keeping of the religious offerings funds.

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3-22. The legality of proposed expenditures from the religious offerings fund is determined by which of the following persons?

1. The president of the chapel council
2. The command chaplain
3. The account custodian
4. The commanding officer

3-23. Which of the following procedures should be employed in depositing receipts of the religious offerings fund?

1. A bank deposit should be made by the officiating chaplain
2. A bank deposit should be made by the manager of appropriated funds
3. A bank deposit should be made and the new composite balance recorded on the Receipts and Expenditures Record and Checkbook
4. A bank deposit should be made by the disbursing officer

3-24. Generally speaking, monthly bank statements show the beginning balance, plus all receipts, minus all disbursements, and the composite balance at the end of the reporting period.

1. True
2. False

3-25. What arrangements are made for the auditing of the religious offerings fund at Marine Corps installations?

1. It is audited at the end of each fiscal year only by the command chaplain
2. It is audited each quarter by the command chaplain
3. It is audited each quarter by the area auditor
4. It is audited at the discretion of the chief of chaplains

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Learning Objective: Stipulate the purpose of the chapel council.

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3-26. Chapel councils serve which of the following purposes?

1. Encourages participation of lay members in identifying religious needs
2. Helps in designing of programs to meet religious needs
3. Helps in the expansion of charitable endeavors
4. Each of the above

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Learning Objective: Outline the procedures that should be followed in logistics management; determine the rule of the open-purchase system in CRP financial management.

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3-27. Items on the open market which have been made available to the Navy supply system in the past may currently be deleted for all except which of the following reasons?

1. They are obsolete
2. It is no longer cost-effective to keep them in stock
3. The company has stopped producing them
4. A price increase

3-28. The main reason the open-purchase system should be used is because it is more convenient.

1. True
2. False

3-29.	When ships deploy overseas, which of the following items would be particularly difficult to obtain by other than open purchase?		
	<ol style="list-style-type: none"> <li>1. Hosts</li> <li>2. Votive candles</li> <li>3. Sacramental wine</li> <li>4. Armed Forces hymnals</li> </ol>		<hr/> <p>Learning Objective: Determine logistics support procedures that should be followed when chaplains and RPs are assigned to Marine Corps units.</p> <hr/>
3-30.	Because strict management of the open purchase system is necessary, all EXCEPT which of the following actions should be taken by the leading RP?	3-35.	Chaplains and RP's assigned to Marine Corps units operating in the field should conduct logistic support operations primarily in accordance with which of the following Marine Corps orders?
	<ol style="list-style-type: none"> <li>1. Make a list of items needed by the CRP</li> <li>2. Make a list of applicable stock numbers</li> <li>3. Identify the items not available in the system</li> <li>4. Designate nonappropriated funds to purchase the items needed</li> </ol>		<ol style="list-style-type: none"> <li>1. 1730.7 and 4400.5</li> <li>2. 1730.5 and 4400.154</li> <li>3. 1730.1 and 4400.8</li> <li>4. 1730.6 and 4400.2</li> </ol>
3-31.	All EXCEPT which of the following observations are true regarding the group chaplain.	3-36.	Items for CRP operations of Marine Corps units operating in the field overseas are normally restocked from which of the following places?
	<ol style="list-style-type: none"> <li>1. Two group chaplains are normally assigned to each squadron of ships</li> <li>2. The chaplain's schedule must be flexible</li> <li>3. The chaplain normally visits the ships on a rotating basis</li> <li>4. The chaplain may be transported from ship to ship by helicopter</li> </ol>		<ol style="list-style-type: none"> <li>1. The local battalion headquarters</li> <li>2. The nearest Navy supply depot</li> <li>3. The deployment support unit (DSU)</li> <li>4. The oversea supply depot (OSD)</li> </ol>
3-32.	The squadron/group chaplain will need a kit packed with which of the following items?	3-37.	Regarding transportation of chaplains deployed on ships overseas, which of the following arrangements may be made?
	<ol style="list-style-type: none"> <li>1. Ecclesiastical appointments only</li> <li>2. Literature and ecclesiastical appointments only</li> <li>3. Ecclesiastical appointments and vestments only</li> <li>4. Ecclesiastical appointments, literature, and vestments</li> </ol>		<ol style="list-style-type: none"> <li>1. Ships in port may be authorized to make transportation arrangements for the chaplain through a local military installation</li> <li>2. One of the force units may have a vehicle embarked which can be off-loaded to meet transportation needs in the local area</li> <li>3. The supply officer may be authorized to make transportation arrangements by renting a vehicle in the local area</li> <li>4. Each of the above</li> </ol>
3-33.	A logistic requisition (LOGREQ) message from a ship operating in the middle east is processed at the Navy Supply Center in which of the following cities?	3-38.	A government driver's license issued to Navy or Marine Corps personnel automatically permits them to operate a motor vehicle in any foreign country to which they are deployed.
	<ol style="list-style-type: none"> <li>1. Newport, Rhode Island</li> <li>2. Charleston, South Carolina</li> <li>3. Norfolk, Virginia</li> <li>4. Rota, Spain</li> </ol>		<ol style="list-style-type: none"> <li>1. True</li> <li>2. False</li> </ol>
3-34.	LOGREQ flights are usually brought in to remote areas by way of C-5 Cargo Plane and may contain consumables, repair parts, and food.		<hr/> <p>Learning Objective: Establish proper procedures for making a request for constructing and outfitting Navy chapels.</p> <hr/>
	<ol style="list-style-type: none"> <li>1. True</li> <li>2. False</li> </ol>		

- 3-39. Which of the following data would be a key factor in identifying the need for the construction of a new chapel facility?
1. Weekly attendance statistics
  2. An area survey
  3. The command mission statement
  4. The command operating schedule
- 3-40. Chaplains and RPs need to work closely with which of the following facilities management personnel to project and assess future construction needs?
1. Base engineers only
  2. Master planners only
  3. Public works officials only
  4. Base engineers, master planners, and public works officials
- 3-41. Installation "Population" refers to which of the following individuals?
1. Military strength only
  2. Military strength plus dependents over 6 years of age only
  3. Military strength plus all dependents
  4. Military strength plus all dependents and civilians within a 5-mile radius of the installation
- 3-42. Civilian personnel may be included in population figures under which of the following circumstances?
1. If they live within a 5 mile radius of the installation
  2. If they have attended services at the installation for the past 12 months
  3. If they are dependent upon the installation for religious support
  4. If there are no churches within 5 miles of the installation
- 3-43. Population count may be estimated according to guidelines provided in which of the following publications?
1. NAVSUPPINST 4410.6
  2. NAVFAC P-80 (Facilities Planning Criteria for Navy and Marine Corps Shore Installations)
  3. SECNAVINST 1730.7
  4. MILCONINST 9000.4, paragraph 2(c)
- 3-44. Funding for chapel construction is in direct competition with funding for which of the following structures?
1. Auditoriums only
  2. Personnel quarters only
  3. Military family housing only
  4. Auditoriums, personnel quarters, and military family housing
- 3-45. specific guidelines and procedures for initiating a construction request will be provided by the
1. Platform sponsor
  2. Local public works center
  3. Facilities planning board
  4. Facilities engineering command, regional commander
- 3-46. As a construction request moves toward approval, it reaches the most difficult hurdle at what level?
1. Command chaplain level
  2. Fleet commander level
  3. Local commander, engineering field division level
  4. Chief of Naval Operations or Commandant of the Marine Corps level
- 3-47. Which of the following congressional committees would NOT normally review a construction request?
1. House Ways and Means Committee
  2. House Armed Services Committee
  3. Senate Appropriations Committee
  4. Senate Armed Services Committee
- 3-48. After construction funding approval by congress, which of the following officers acts as the officer in charge of construction (OICC)?
1. The installation commanding officer
  2. The installation public works officer
  3. The commanding officer of the Area Engineering Field Division of Naval Facilities Engineering Command
  4. The commanding officer of CBC, Gulfport, MS
- 3-49. Which of the following statements is true concerning the representative of the OICC?
1. The OICC representative is the local CEC officer
  2. The representative of the OICC serves as the resident officer in charge of construction (ROICC)
  3. The representative of the OICC reports to and assists the OICC as appropriate
  4. Each of the above

- 3-50. Construction contract preparation, finalization, and bidding are administered by which of the following officers/agencies?
1. The commanding officer of the installation
  2. OICC/ROICC
  3. The Commanding Officer of CBC, Gulfpoint, MS
  4. An independent agency employed by the government
- 3-51. Much input to the contracting process is provided by the managers of the Command Religious Program.
1. True
  2. False
- 3-52. If any discrepancies or difficulties arise during construction of a chapel, which of the following persons should be notified?
1. Chief of Chaplains
  2. OICC only
  3. ROICC only
  4. OICC/ROICC
- 3-53. Which of the following officials/groups may review the plans and specifications for new facilities to ensure that they meet safety and health standards?
1. OICC/ROICC
  2. Public Works Center
  3. OSHA
  4. NAVFAC
- 3-54. Subcontractor are paid by contractors who have calculated subcontracting costs in their original contract bid.
1. True
  2. False
- 3-55. The commanding officer will be notified as to the time when outfitting and moving in to the new facility can begin by the
1. construction completion date (CCD)
  2. basic occupancy date (BOD)
  3. moving in date (MID)
  4. outfitting date (OD)
- 3-56. Primary equipment would include which of the following equipment?
1. Altar only
  2. Altar and pews only
  3. Altar, organ, and pews only
  4. Altar, organ, pews, and built-in kitchen appliances
- 3-57. Square footage allowance for administrative spaces of chapels is determined by
1. a percentage of total installation square footage allowance
  2. the TA411 (Table of Allowances)
  3. the seating capacity figures for the chapel
  4. the NAVFAC P-3 (Orion Construction Manual)
- 3-58. Which of the following items would NOT be considered additional equipment?
1. Portable lecterns
  2. Cleaning gear
  3. Baby cribs
  4. Draperies
- 3-59. The most precious items, or items of historical value placed in Navy chapels are insured by Lloyd's of London.
1. True
  2. False